REQUEST FOR PROPOSALS (RFP)

**Adding the Solar Hijri Calendar to the DHIS2**

**RFP** # 217657.DHIS2.001

**Services Required***:* The Palladium group seeks a consultant to collaborate with the DHIS2 core development team in the development and integration of the Solar Hijri calendar in the DHIS2 core platform.

**Proposal Validity Period: 90 Days**

**Date of Issuance**: February 2, 2017

**Deadline for Questions:** February 9, 2017

**Closing Date:** February 17, 2017

PART 1 – INSTRUCTIONS FOR BIDDERS

As this is a USAID--funded Program, all bidders are required to follow USAID Procurement Regulations and Laws including the Procurement Integrity Act 41 U.S.C. §423. All bidder details will be kept confidential.

Attached are the following documents to assist in the preparation and submission of a proposal:

Part 2: Terms of Reference

Part 3: Conditions of Proposal

Part 4: Proposal Evaluation Criteria

Part 5: Technical Proposal Format

Part 6: 6.1 Cost Proposal Format

6.2 Budget Narrative

Attachment One: Work Plan Template

Attachment Two: Competitive neutrality

Attachment Three: Palladium Business Partner Code of Conduct

Any Proposal received by Palladium will be on the basis that all terms and conditions in this Proposal document and the briefing guidelines are understood and accepted by the bidder.

Proposals should be submitted in English to the contact persons identified on this cover page of the RFP.

1. Application should be separated into two parts:

a) Technical Proposal

b) Cost Proposal

2. Technical Proposal should be typed in Arial, font size 10. Technical Proposal and relevant appendices should be submitted together as a PDF File. The PDF file should be zipped/compressed in a folder and titled.

3. The Cost Proposal should be submitted as an Excel document, with the budget narrative (Arial, font size 10) in a PDF file. The files should be zipped/compressed in a folder and titled.

Submission of Questions: Questions regarding any aspects of this RFP may be submitted via email to

[**Hamid.Majidee@thepalladiumgroup.com**](mailto:Hamid.Majidee@thepalladiumgroup.com) **and shayan.nabeel@thepalladiumgroup.com** no later than **February 9, 2017**. No questions will be answered over the phone or in person; all questions must be in writing.

Proposals are due on **February 17, 2017**. Please forward your proposal in PDF format to the following e-mail address:[**shayan.nabeel@thepalladiumgroup.com**](mailto:shayan.nabeel@thepalladiumgroup.com) **cc to Hamid.Majidee@thepalladiumgroup.com**

PART TWO – TERMS OF REFERENCE

**Background:**

The USAID Health Sector Resiliency (HSR) Project in Afghanistan supports the Ministry of Public Health (MoPH) to implement critical sector-wide reforms that will be required to increase the resiliency and self-sufficiency of the health sector and move towards sustainability. The HSR Project primarily focuses on improving the health sector’s stewardship, governance, financing and human resources. The project engages both the public and private components of the health sector and supports the MoPH to strengthen and reform its systems at both central and subnational levels. The overall objectives of the project are: 1) improved health sector governance and accountability; 2) increased domestic financing for priority health services; and 3) strengthened MoPH human resources systems and operations.

Under the governance component, HSR in collaboration with the Ministry of Public Health is piloting a data warehouse system using the DHIS2 platform. This is expected to improve the availability and accessibility of the various data sets of data to the health sector. It will also allow for quicker analysis and dissemination of information using the data visualization tools of the DHIS2 platform.

**Scope of Work**

The Solar Hijri calendar also called the Solar Hejri calendar or Shamsi Hijri calendar and abbreviated as SH, is the official calendar of the government of [Iran](https://en.wikipedia.org/wiki/Iran) and [Afghanistan](https://en.wikipedia.org/wiki/Afghanistan). It begins on the [vernal equinox](https://en.wikipedia.org/wiki/Vernal_equinox) as determined by astronomical calculation for the Iran Standard Time meridian (52.5°E or GMT+3.5h). Each of the twelve months corresponds with a zodiac sign. The first six months have 31 days, the next five have 30 days, and the last month has 29 days in usual years but 30 days in leap years. The New Year's Day always falls on the March equinox.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order** | **Days** | **Afghan Persian** | | **Afghan Pashto** | |
|  |  | **Native Script** | **Romanized** | **Native Script** | **Romanized** |
| 1 | 31 | حمل | Hamal (Aries) | وری | Wray (Aries) |
| 2 | 31 | ثور | Sawr (Taurus) | غويی | Ǧwayay (Taurus) |
| 3 | 31 | جوزا | Jawzā (Gemini) | غبرګولی | Ǧbargolay (Gemini) |
| 4 | 31 | سرطان | Saratān (Cancer) | چنګاښ | Čungāx̌ (Cancer) |
| 5 | 31 | اسد | Asad (Leo) | زمری | Zmaray (Leo) |
| 6 | 31 | سنبله | Sonbola (Virgo) | وږی | Waǵay (Virgo) |
| 7 | 30 | میزان | Mizān (Libra) | تله | Təla (Libra) |
| 8 | 30 | عقرب | Aqrab (Scorpio) | لړم | Laṛam (Scorpio) |
| 9 | 30 | قوس | Qaws (Sagittarius) | ليندۍ | Līndəi (Sagittarius) |
| 10 | 30 | جدی | Jadi (Capricorn) | مرغومی | Marǧūmay (Capricorn) |
| 11 | 30 | دلو | Dalvæ (Aquarius) | سلواغه | Salwāǧa (Aquarius) |
| 12 | 29/30 | حوت | Hūt (Pisces) | كب | Kab (Pisces) |

Table 1: Solar Calendar Months

The current version of the DHIS2 (version 2.26) does not support the Solar Hijri calendar and yet data is collected in the Solar Hijri calendar format. So for a successful implementation of the data warehouse for the Ministry of Public Health, the DHIS2 needs to support the Solar Hijri calendar.

The Palladium group seeks a consultant to collaborate with the DHIS2 core development team in the development and integration of the Solar Hijri calendar in the DHIS2 core platform. The consultant team will be responsible for:

1. Collaborating with the core DHIS2 development team in developing the functionality
2. Adding the functionality in the DHIS2 milestones for next release
3. Oversee the development of the functionality
4. Testing the functionality in all the applicable modules of the DHIS 2. Testing of the functionality should be done specifically in the following modules:
5. Data capture modules: Data Entry, Event Capture, and Tracker Capture
6. Visualization modules: Dashboard, Pivot Tables, Data Visualizer, GIS, Reports, Event Visualizer, Event Reports and Data Table
7. Settings
8. Data Quality
9. Import
10. Messaging
11. Collaborating with the core DHIS2 development team in the integration of the functionality in a snapshot version for beta-testing
12. Supporting related documentation in the DHIS2 guides. The relevant sections of the following DHIS 2 documentation should be updated where applicable
13. User guide
14. Implementer guide
15. Developer guide
16. End user manual
17. Android user guide
18. Supporting bug fixes reported within the next two subsequent releases of the DHIS2. The current release is 2.26, so related bug fixes should be supported in the versions: 2.27 and 2.28.

**Eligibility**

To be eligible, the consultant/ organization must meet the following criteria:

1. Familiarity with the DHIS2 development frameworks and technologies.
2. Have experience in collaborating with the DHIS2 development team on previous related assignments/ projects.
3. Demonstrated expertise in contributing towards the DHIS 2 core development.

**Timelines**

The consultations carried out indicate that the work might take about four weeks to complete, so it is expected that within 6-8 weeks of awarding the contract, the functionality should be ready for testing in either an independent or snapshot instance of the DHIS2.

PART THREE – CONDITIONS OF PROPOSAL

Eligibility: Non-governmental organizations, companies and individuals (partnering with an organization). Only one proposal submitted per organization.

1. **Proposal Content**
   1. The proposal must contain the following:
2. A cover letter to the Proposal for the activity (specify the Activity Name)
3. A technical proposal
4. A cost proposal
   1. Every Proposal shall state in the submission:
5. in the case of an individual, full or given names, surname, and address
6. in the case of a business name, the names and address of all proprietors
7. the full name of the company and the address of the registered office of the company and registered business number along with copy of business registration license.
8. **Proposal Assessment Process**
   1. Proposal must comply with the requirements of the Terms of Reference (TOR). Compliance with the TOR will be determined solely by Palladium. Failure to submit a proposal including the information required by the TOR will factor into Palladium’s assessment of the level of compliance of with the Request for Proposal and may result in rejection of the proposal.
   2. The Palladium Group will evaluate proposals on the following basis:

* a technical assessment;
* a financial assessment;
* other factors, which may impact on the Tenderer’s performance
  1. The Procurement Committee will assess Proposals based on the Proposal Evaluation Criteria specified in Part 4 of this RFP.
  2. Palladium reserves the right:

1. to accept or reject any proposal, and to annul the proposal process thereby rejecting all proposal, at any time prior to the award of contract
2. to cancel or vary the Request for Proposal process at any time whether before or after the closing date
3. to reject any proposal that does not adhere to the structure and content requirements as outlined in this Request for Proposal.
4. to accept proposals for the whole or any part of the requirement
5. to negotiate with the most favorable bidder on the cost proposal
6. to require any additional certifications and vary the language in the final sub agreement template.
   1. Palladium shall not be bound by any oral advice given or information furnished, but shall be bound only by written advice or information.

* 1. The conduct of this Request for Proposal shall not be construed in any way as a legally-binding agreement between Palladium and another Party or the acceptance of any liability by Palladium.
  2. A proposal will not be considered in a case where the bidder or a representative of the bidder gives or offers anything to an employee or agent of Palladium as an inducement or reward, which could in any way tend to influence the actions of that employee or agent.
  3. Bidders will develop all proposals and in the event of a successful bid and eventual contract perform all activities in accordance with Palladium’s Business Partner Code of Conduct, included here in Attachment Six.

1. **Evaluation of Proposal** 
   1. An Internal Procurement Committee will evaluate proposals according the following criteria:

**Technical:**

* The Technical Assessment of the Tender will account for 80% of the overall score using the following formula:

Technical Score = Bidder’s Weighted Technical Score (out of 100) x 80%

Highest Weighted Technical Score (out of 100)

* The Procurement Committee, in assessing the technical part of the Tender, will consider the Selection Criteria specified in Part 4 of this RFP.

**Cost:**

* Following consideration of the technical merit of the proposals, a like-for-like price assessment will be undertaken by Palladium of the proposals assessed as technically suitable. The like-for-like price assessment will represent 20% of the overall score.
* The following formula for the scoring and ranking of proposals on the basis of price will be used:

Price Score = Bid Price of Lowest Priced Technically Acceptable Bid x 20%

Bidder’s Bid Price

* Bidders should note that financial submissions for those proposals assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment.

1. **Acceptance of Proposals**
   1. Palladium is not bound or required to accept the lowest priced Tender or any Tender.
   2. A Tender will not be deemed to be accepted unless and until a Contract based on the Contract Conditions and acceptable to Palladium, is signed by Palladium.
   3. Palladium reserves the right to enter into negotiation with any other Tenderer if contract negotiations cannot be concluded with the preferred Tenderer.
2. **Lodgment of Proposals** 
   1. It is the responsibility of the bidder to ensure that the proposal is received at Palladium by the closing date and time prescribed in this Request for Proposal. A proposal lodged after the closing date is a late proposal and may be excluded from consideration at Palladium’s sole discretion.
   2. Palladium will not consider or entertain any queries about a decision to assess or reject a late Proposal.
   3. Proposals are to be in English and all pricing and costs are to be in US Dollars.
3. **Bidder Costs** 
   1. Bidders are responsible at their own cost for:
4. making all arrangements and obtaining and considering all information relating to the Terms of Reference.
5. the preparation, delivery and lodgment of their proposals
6. costs associated with any issues that may arise, including disputes, related to the proposal process
7. **Confidentiality** 
   1. Bidders must keep any discussions or contact with Palladium in connection with the Invitation to proposal and any Contract negotiations, strictly confidential and shall not disclose such information to any third party.
8. **Request for Information** 
   1. Any prospective bidder may within a reasonable time before the closing date request information on any point of clarification in this Request for Proposal. The information requested shall be given in writing by Palladium as soon as practicable, and where in the opinion of Palladium the information could have an effect on other bidders, that information shall be given in writing to all known prospective bidders.
9. **Bidder Acceptance of Conditions** 
   1. A proposal lodged in response to this Request for Proposal does so with agreement to these Conditions of Proposal unless any departures from these Conditions are detailed in the proposal submission. Palladium reserves the right to reject or accept any departure from these Conditions of Proposal, and thereby determine that the proposal submission is non-conforming for that reason.

PART FOUR- PROPOSAL EVALUATION CRITERIA

The following selection criteria will be used:

|  |
| --- |
| **Technical** |
| 1. Organizational experience 10 pts 2. Consultant/Staff experience/Staff plan 30 pts 3. Technical design 40 pts (ie: Approach and methodology, study design, etc.) 4. Work plan/Timeline and Implementation Methodology 20 pts  Minimum technical score: 70 |
| **Cost** |
| Cost effectiveness – lowest feasible cost  The weights given to the Technical and Cost Proposals are:  T =80% [0.8], and C = 20% [0.2] |

\*The proposal submission format must clearly address the criteria above as this will impact on the assessment process.

PART FIVE – TECHNICAL PROPOSAL FORMAT

|  |  |
| --- | --- |
| **Document** **Section** | **Check** **List** **Y/N** |
| 1. Table of Contents, including page numbers |  |
| 2. Full contact details of key person in the firm |  |
| 3. Letter of Submission on letterhead signed by the authorized representative acknowledging agreement to the terms and conditions of the RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete (1 page) |  |
| 4. An executive summary (max. 1 page) |  |
| 5. Background of the organization’s relevant work (max. 1 page per example experience, max. 2 pages) |  |
| 6. Background of consultants’ relevant work (max. 2 pages)   * Narrative description of each consultants’ relevant work |  |
| 7. Approach and Methodology (max. 10 pages, including charts and tables) |  |
| 8. Work plan (max. 2 pages)   * Table template - must specify number of in-country field days per consultant. * Narrative – provide narrative description or explanation as necessary in addition to the table |  |
| 9. CV’s of key proposed staff (max. 2 pages per CV) |  |
| 10. Annex: Letter of commitment from any subawardee or partners proposed; and additional appendices as necessary |  |

PART SIX – COST PROPOSAL FORMAT

**\*Section six is attached separately. Please provide a detailed budget and budget narrative for planned work. Prices should be inclusive of any applicable taxes.**

Attachment One – Workplan Template

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Item** | **Consultant** | **Home/Field** | **Timeline (months/weeks)** | | | | | | | | | | | | **Comments** |
| **1** | | | | **2** | | | | **3** | | | |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** |
| [[1]](#footnote-1)DELIVERABLES[1] | | | | | | | | | | | | | | | | |
|  | *[List all deliverables]* | *[Name]* | *[Location]* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [[2]](#footnote-2)CONSULTANT’S SCHEDULE[2] | | | | | | | | | | | | | | | | |
| 1 | *[Title of consultant position]* | *[Name]* | Home |  |  |  |  |  |  |  |  |  |  |  |  | Total days: |
| Field |  |  |  |  |  |  |  |  |  |  |  |  | Total days: |

Attachment Two: Competitive neutrality

(To be completed by Publicly-Owned Bidders Only)

Competitive neutrality requires that government business activities do not have net competitive advantages over their private sector competitors simply as a result of their public ownership. Publicly owned bidders are required to formally declare that their bid complies with competitive neutrality principles. These principles include:

* the activity’s full costs are taken into account, including the share of overhead costs and non-costs like depreciation and cost of capital;
* the in-house activity does not enjoy regulatory advantages;
* actual, or equivalent, taxation arrangements are put into place; and
* there is an appropriate rate of return.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Bidder has complied with the principles of competitive neutrality in preparing its bid **(publicly owned bidders only)**.

And I make this solemn declaration by virtue of the xxxx [applicable law/act/legislation] and subject to the penalties provided by that xxxx for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

*(Signature of person making declaration)*

Declared at ( ) on the ( ) day of ( )

Before me,

*(Title of person before whom the declaration is made)*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)